

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

10-02-002C

OPEN PERIOD:

4/13/2010 – 4/27/2010

JOB TITLE:

Procurement Technician

PAY GRADE AND SERIES:

GS-1106-05/06/07

PAY RANGE:

\$31,315 - \$50,431

POSITION LOCATION:

San Luis Obispo, CA.

UNIT:

USPFO

PDCN #: N0016000

Security Clearance Required:

National Agency Check

**APPOINTMENT TYPE: PERMANENT NON-DUAL ON BOARD
STATUS (Must submit a copy of SF50 for status verification)**

AREA OF CONSIDERATION: CURRENT PERMANENT USPFO
TECHNICIANS ONLY

Key Requirements:

THIS IS A PERMANENT POSITION

This position is located in the Contracting Division, US Property and Fiscal Office. The procurement technician performs developmental and training assignments in support of Army and Air National Guard installations.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED VA10-02-002. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

Procurement Technician GS-1106-05 (Trainee): Must have 1 year equivalent to at least GS-4 in preparing procurement documents, invitations for bids, contract amendments and modifications for technical changes; experience in developing computerized summaries and reports to complete procurement documents/contracts; experience reading proposed procurement transactions and applying changes needed; experience obtaining and providing information about procedural requirements; experience compiling and summarizing both verbal and quantitative data from varied sources.

OR

4 years above the high school level.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

Procurement Technician GS-1106-06 (Trainee): Must have 1 year equivalent to at least GS-5 in making a basic analysis of bids, assembling contracts, completing data and information needed by contract negotiators and contract administrators; experience in technical support work; experience developing computerized summaries and reports to complete procurement documents/contracts; experience in making personal contacts for the purpose of obtaining information about special contract requirements in order to incorporate these requirements into specific contract; experience compiling and summarizing both verbal and quantitative data from varied sources.

Procurement Technician GS-1106-07: Must have 1 year equivalent to at least GS-6 in developing analytical summary reports and recommendations; experience performing technical work supporting procurement agents and

contract specialists; experience developing computerized summaries and reports to complete procurement documents/contracts; experience which required diverse personal contact involving considerable judgment; experience analyzing information needed and reviewing procedures involved in putting new procurement policies into effect; experience compiling and summarizing data, analyzing data of bids for contracts, and assembling contracts for more complex purchases.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-07 position indicated above may be considered for GS-05/06 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-07 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of applicable procedures for completing procurement documents.
2. Knowledge of government regulations and procurement policies.
3. Knowledge of data processing systems and products.
4. Knowledge of procurement terminology, documents and processing procedures.
5. Ability to exchange oral and written information.
6. Skill in compiling and summarizing both verbal and quantitative data from varied sources.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE
www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER